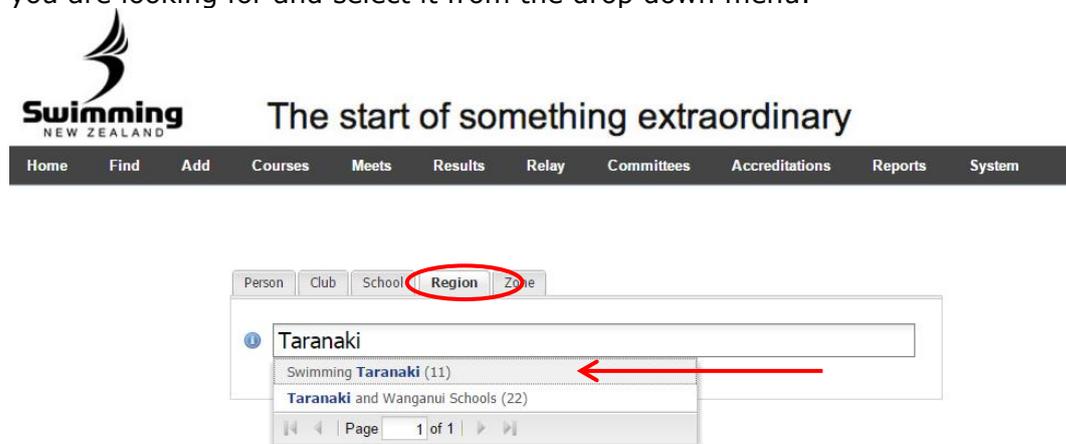


How does a Regional Administrator download a Membership List?

To get a list of members attached to a specific club and also linked to a region, do the following steps.

1

Once logged into the database, select 'Region' and type in the name of the region you are looking for and select it from the drop down menu.

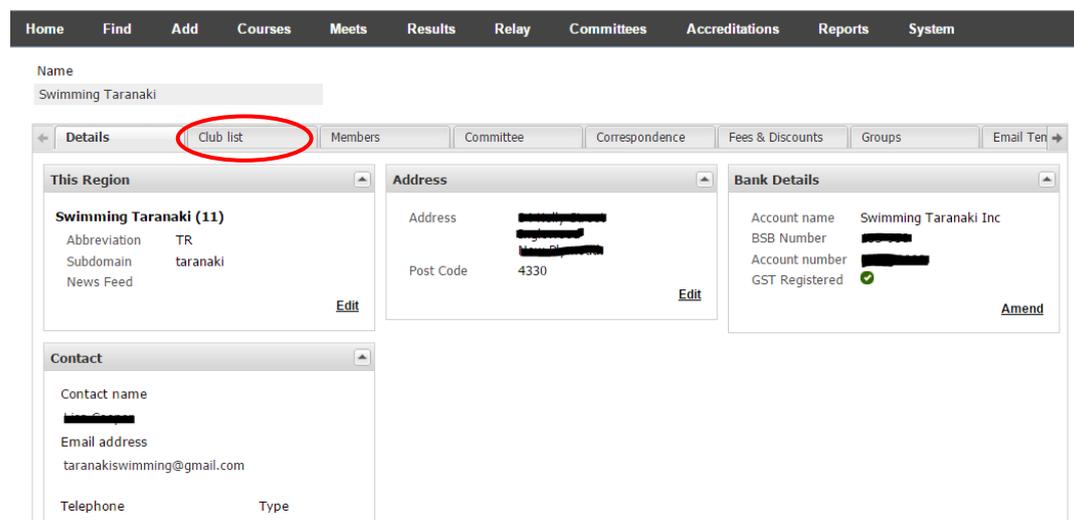


The screenshot shows the website header with the Swimming New Zealand logo and the slogan "The start of something extraordinary". Below the header is a navigation menu with items: Home, Find, Add, Courses, Meets, Results, Relay, Committees, Accreditations, Reports, System. A secondary menu below that has tabs: Person, Club, School, Region, Zone. The 'Region' tab is circled in red. A search box contains the text "Taranaki". A dropdown menu is open below the search box, showing "Swimming Taranaki (11)" and "Taranaki and Wanganui Schools (22)". A red arrow points to the "Swimming Taranaki (11)" option. Below the dropdown is a pagination bar showing "Page 1 of 1".

If you want an entire membership list for your region click on the members tab shown below next to the "Club List" tab and follow steps 4-6. If you are wanting member lists from a specific club follow the steps below.

2

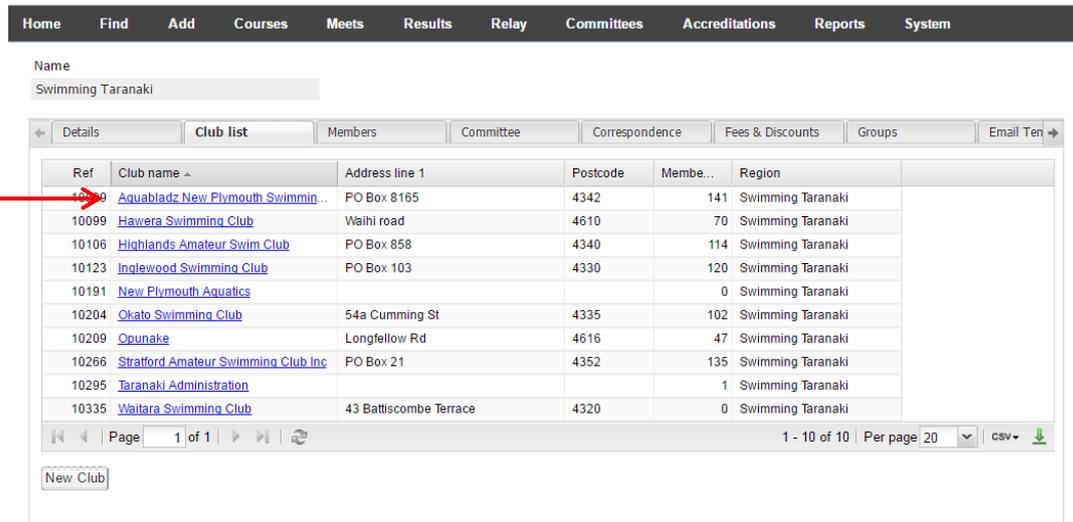
You will then be led to the below screen where you will need to select the 'Club list' tab.



The screenshot shows the website header with the Swimming New Zealand logo and the slogan "The start of something extraordinary". Below the header is a navigation menu with items: Home, Find, Add, Courses, Meets, Results, Relay, Committees, Accreditations, Reports, System. Below that is a search bar with the text "Swimming Taranaki". A secondary menu below that has tabs: Details, Club list, Members, Committee, Correspondence, Fees & Discounts, Groups, Email Ter. The "Club list" tab is circled in red. Below the tabs are three panels: "This Region" showing "Swimming Taranaki (11)" with details like Abbreviation (TR), Subdomain (taranaki), and News Feed; "Address" showing Address, Post Code (4330), and an Edit button; and "Bank Details" showing Account name (Swimming Taranaki Inc), BSB Number, Account number, and GST Registered (checked) with an Amend button. Below these panels is a "Contact" section with fields for Contact name, Email address (taranakiswimming@gmail.com), and Telephone.

3

The 'club list' tab will then bring you to the below screen. From here you will to select your club by clicking on its name.



Home Find Add Courses Meets Results Relay Committees Accreditations Reports System

Name
Swimming Taranaki

Details Club list Members Committee Correspondence Fees & Discounts Groups Email Ten

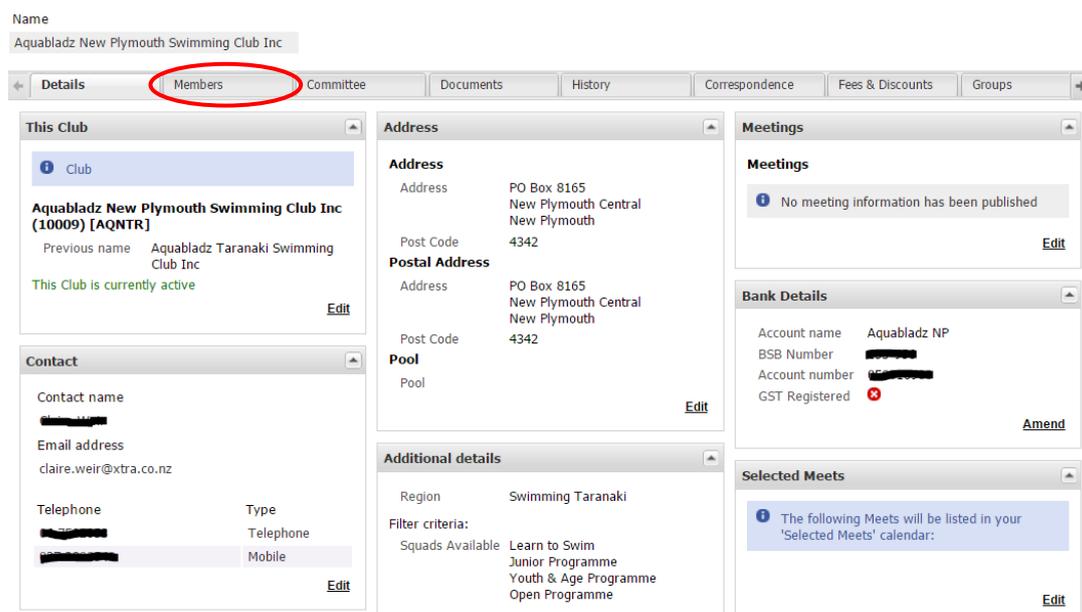
Ref	Club name ^	Address line 1	Postcode	Membe...	Region
10099	Aquabladz New Plymouth Swimm...	PO Box 8165	4342	141	Swimming Taranaki
10099	Hawera Swimming Club	Waihi road	4610	70	Swimming Taranaki
10106	Highlands Amateur Swim Club	PO Box 858	4340	114	Swimming Taranaki
10123	Inglewood Swimming Club	PO Box 103	4330	120	Swimming Taranaki
10191	New Plymouth Aquatics			0	Swimming Taranaki
10204	Okato Swimming Club	54a Cumming St	4335	102	Swimming Taranaki
10209	Opunake	Longfellow Rd	4616	47	Swimming Taranaki
10266	Stratford Amateur Swimming Club Inc	PO Box 21	4352	135	Swimming Taranaki
10295	Taranaki Administration			1	Swimming Taranaki
10335	Waitara Swimming Club	43 Battiscombe Terrace	4320	0	Swimming Taranaki

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New Club

4

You will then be led to this page, where you will then need to click on the 'Members' tab.



Name
Aquabladz New Plymouth Swimming Club Inc

Details Members Committee Documents History Correspondence Fees & Discounts Groups

This Club

Club

Aquabladz New Plymouth Swimming Club Inc (10009) [AQNTR]

Previous name Aquabladz Taranaki Swimming Club Inc

This Club is currently active

[Edit](#)

Contact

Contact name

Email address
claire.weir@xtra.co.nz

Telephone

Type
Telephone
Mobile

[Edit](#)

Address

Address PO Box 8165
New Plymouth Central
New Plymouth

Post Code 4342

Postal Address

Address PO Box 8165
New Plymouth Central
New Plymouth

Post Code 4342

Pool

Pool

[Edit](#)

Additional details

Region Swimming Taranaki

Filter criteria:
Squads Available Learn to Swim
Junior Programme
Youth & Age Programme
Open Programme

[Edit](#)

Meetings

Meetings

No meeting information has been published

[Edit](#)

Bank Details

Account name Aquabladz NP

BSB Number

Account number

GST Registered

[Amend](#)

Selected Meets

The following Meets will be listed in your 'Selected Meets' calendar:

[Edit](#)



5

You will then be given a full list of members. You can alter which members you want to see and download by clicking on the following buttons at the bottom of the page.

- Show all members
- Show approved members
- Show pending members
- Show incomplete members
- Show lapsed members

Member No.	Forenames	Surname	Membership Type	Financial	Status	Approved	Paid by
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Non-Voting Technical Official	Non Paying	Active	Approved	
			Non-Voting Technical Official	Non Paying	Active	Approved	
			Club Swimmer	Non Paying	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Club Swimmer	Non Paying	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Competitive Swimmer	Financial	Active	Approved	
			Non-Voting Technical Official	Non Paying	Active	Approved	

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[Show all Members](#)
[Show approved Members](#)
[Show pending Members](#)
[Show incomplete Members](#)
[Show lapsed Members](#)

6

To export the members list, hover over the bottom right-hand side of the table, to display the download options as below.



Then select whether you would like to download the members listing as a CSV or XLS file. The download will begin shortly. You can open this spreadsheet in excel and view your members details.

